

## **FIRE SAFETY OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible and specialized fire department position, the major responsibility of which is assisting in the observation, evaluation, documentation, and implementation of safety procedures at the scene of an emergency and in all areas of fire department operations. Employees of this class conduct accident investigations, and make periodic inspections of fire department facilities, equipment, apparatus, and operational practices in order to identify potential safety hazards. The employees of this class exercise no direct supervision over the line classes; however, the incumbents of this class exercise limited supervision over departmental personnel in all areas of fire department operations as it relates to safety procedures and during safety training. Fire Safety Officers are supervised by, receive assignments from and have work reviewed by the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Responds during an assigned shift to emergency calls for which the department is responsible and takes charge of all safety procedures at the scene of an emergency in accordance with established procedures of the Incident Command System. Performs size-up of an emergency scene and observes operations including fire suppression, hazardous materials operations, rescue operations, and emergency medical assistance for compliance with established safety procedures. Conducts safety inspections of various divisions of the department operations and takes the appropriate action to correct or improve problem areas. Coordinates safety activities of department personnel and evaluates the safety program. Recommends management policies, goals, and objectives related to safety for consideration by superiors.

Investigates all accidents involving department equipment or personnel; determines cause; and makes recommendations on procedure to avoid future accidents. Evaluates potential extent of injuries resulting from accidents. Conducts research studies to identify hazards and evaluate loss-producing potential of a

given operation and identifies and appraises conditions which could produce accidents and financial losses. Develops and recommends accident and loss control systems and programs for incorporation into departmental policies and procedures. Compiles, analyzes, and interprets statistical data related to exposure factors concerning occupational illnesses and accidents.

Monitors and evaluates local conditions which may become fire or safety hazards. Participates in the research and planning for programs and activities of the department. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Keeps informed on modern fire fighting methods and administrative practices. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes are needed in department policy and procedure. Participates in activities of related professional organizations to update knowledge of safety program developments.

Assists the training division by developing a training program for the department in safety procedures in all fire department operations, and sees that such program is properly staffed and supplied with training resources. Participates in conducting training in emergency scene operations, including fire suppression, containing hazardous materials, rescue operations, providing emergency medical assistance, or related duties to assure compliance with established safety procedures. Participates in classroom training, drills, and evolutions in order to provide assistance in safety procedures.

Supervises and inspects the general care and maintenance of assigned equipment and property to ensure compliance with occupational safety and health regulations and for accident prevention devices. Makes recommendations on equipment purchases for the department. Inspects equipment after repairs to see repairs were properly accomplished. Observes department personnel to determine use of prescribed safety equipment and demonstrates safety equipment and the safe operation of all fire department equipment.

Compiles and organizes data needed for reports. Prepares accident and injury reports for review by administrative personnel. Personally completes all forms required. Writes letters in answer to written or oral requests addressed to the fire department, as directed. Maintains the records and reports of the safety division.

Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information as it relates to the department safety program. Supervises department employees

by providing assistance in technical areas or work. Participates in counseling employees who are experiencing work problems and conducting corrective interviews as directed.

Performs other related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must possess a valid driver's license.

Must be at least eighteen (18) years of age.

Must have at least ten (10) years of full-time fire suppression experience with a paid fire department.